



Human Resources

DATE POSTED: August 01, 2012

REQ. # 12-069

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, FL 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
Fax (772) 462-2361
www.stlucieco.org

This position must be posted for at least five (5) working days from 08/01/2012 Thru 08/07/2012 but will remain open until filled.

DEPARTMENT/DIVISION
ADMINISTRATION
POSITION AVAILABLE
ASSISTANT COUNTY ADMINISTRATOR
OF OPENINGS
1
PAY RANGE
BASED ON QUALIFICATIONS AND EXPERIENCE
COMMENTS
DRIVING POSITION

It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

St. Lucie County is located on the east coast of Florida known as the Treasure Coast and has a population of 279,000. The County is known for great fishing in the Atlantic Ocean and Indian River Lagoon and is also the spring training home of the New York Mets. On the economic front, St. Lucie County is now home to the Torrey Pines Institute for Molecular Studies, the Vaccine and Gene Therapy Institute and soon, the Mann Research Center. These and other innovative life science research centers such as Harbour Branch, coupled with the outstanding reputation of the Indian River State College have materialized the County's vision as the Research Coast into a living reality. Most recently, Digital Domain Studios, founded in 1993 by film industry icon James Cameron and two business partners opened a new, state of the art facility in St. Lucie County where it continues the Academy Award-winning work in visual entertainment and advertising that was seen in such blockbuster hits as Titanic and the Transformers trilogy.

St. Lucie County, like most governments, has had recent budget, staff and service cuts in response to steep losses of property tax and other revenue streams. In 2010, the organization underwent a major structural realignment that consisted of a consolidation of its 18 operating departments into 9 operating departments and its 35 operating divisions into 17 such divisions. The County's workforce is now operating below its 1993 staffing level and as a result of the significant workforce reduction, the workload on the remaining staff has substantially increased. However, the staff works together in a collaboratively team approach across departments to develop creative solutions in the delivery of services.

The Commissioners and Administrator are progressive and have moved the organization forward in the midst of the ongoing belt tightening; however, the County continues to face ongoing challenges. To build on the strength of the existing leadership, the ideal candidate selected to fill the vacant Assistant County Administrator position should be a seasoned professional with a strong professional presence and confidence and exhibits a high degree of integrity and honesty and also values transparency. The primary responsibility of the position is to oversee the various operating departments. Therefore, the selected candidate should value staff and acknowledge dedication and be a champion of instilling a customer service culture in a challenging environment. There are several pending administrative initiatives on the drawing board that the Assistant will be involved in such as development of a succession plan and written standard operating procedures for the operating departments, administrative and legislative functions within the organization. This is a great opportunity to be a pivotal member of the St. Lucie County Leadership Team.

JOB CODE 501
PAY GRADE UNGRADED
SALARY: D.O.Q./E
ASSISTANT COUNTY ADMINISTRATOR

MAJOR FUNCTION: Highly responsible administrative position operating under the direction of the County Administrator. Responsible for professionally supervising the operations and administration of the county's management staff. Oversees major projects and programs of the County. Responsible for on-going analysis of county operational and financial status. Provides research and supervisory support to the County Administrator in diverse functional areas. Responsible for upholding county policies and procedures, and providing advice and direction to staff. Serves as liaison between County Administration, citizens, advisory boards and committees, civic groups and other governmental agencies. Serves as acting Administrator in his/her absence.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of budgetary development, administration and control. Knowledge of personnel rules and regulations. Knowledge of statutes, ordinances and regulations under which the county operates. Knowledge of project management and financing techniques. Knowledge of principles and practices of modern County management.

Abilities: Ability to formulate plans, budgets, and related policy papers, synthesizing information from variety of sources. Ability to formulate programs and assess financial feasibility of such programs. Ability to work efficiently and effectively with elected officials, citizens groups, and staff to achieve goals and objectives.

Skills: Skill at oral and written presentations. Skill at developing and maintaining interpersonal relationships among diverse interests.

ESSENTIAL JOB FUNCTION: Confers with department Administrators and Directors to plan, develop and present programs, budgets, analyses, reports and other proposals to the County Administrator and Board of County Commissioners. Makes presentations and recommendations to the County Commission. Conducts fact-finding studies on specific situations which occur in the normal operations of the County. Confers with citizens on specific problems, compiles data and statistics and formulates recommendations to resolve such problems. Delegates work to and ensures follow-up by departmental staff in resolving problems or obtaining information. Coordinates directives from the County Administrator to accomplish specific tasks requested by the Administrator, County Commission or citizen boards. Represents the County at various meetings throughout the county and state. Responds to correspondence or coordinates such response by the appropriate department. Acts as a liaison between the County Administrator and the various department administrators and department heads. Monitors the progress of departments in general, and the progress of specific projects with regards to financial and management concerns. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: General mobility. Good vision and hearing. Ability to read reports and material originating from other sources. Ability to effectively communicate with groups of people.

ENVIRONMENTAL CONDITION REQUIREMENTS: Indoors work in a sedentary posture. Occasional outdoor work at remote offices and outdoor work sites.

WORK HAZARDS: None.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Master's Degree in Public Administration, Business Administration or related field.

EXPERIENCE: A minimum of seven (7) years of progressively responsible experience as a department head in a local government operation. Prefer at least three (3) of the seven (7) years to be as a city-county manager or assistant manager. Candidates with seven (7) years of experience as a city-county manager or assistant manager may substitute that experience for a master's degree.

LICENSE, CERTIFICATION, OR REGISTRATION: ICMA certification is desirable. A valid Florida driver's license and a good driving record are required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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